

Employment

JSEC NEWS

Lake Co Job Service Workforce Center

In this changing world of technology and resources, Job Service has also made many changes. We have reached out to offer more services to employers. The Job Service has networked with other state, Tribal, and private agencies to provide business information/counseling to startup and expanding businesses. This newsletter briefly highlights resources available at the Job Service office.

Lake County Resources for New and Expanding Businesses

- Lake County Community Development Corporation (LCCDC), 319 Main Street, Ronan, MT 59864 (406) 676-5900 Contact: Billie Lee, Executive Director. The LCCDC's work includes business development and community infrastructure programs as well as managing affordable housing programs for Lake County Community Housing Organization and Ronan Public Housing Authority. Its business development programs target locally owned new and expanding businesses as well as recruitment of environmentally suitable industries interested in relocating to the Lake County area.
- Salish Kootenai College Business Center, PO Box 117, Pablo MT 59855 Telephone: (406) 675-4800, ext 245 Contact: Nancy Warneke, Director. The Business Center provides business counseling for startup and expanding businesses. Assistance is provided for Tribal members and the general public in obtaining financing.
- Small Business Development Center (SBDC), 15 Depot Park, Kalispell MT 59901 Telephone: (406) 758-2802 Contact: Cliff Bennett, Director. The SBDC assists small businesses by providing business plan preparation, business financial projects, market feasibility, break-even analysis, acts as a lender liaison, and finds industry information.
- Service Corps of Retired Executives (SCORE) First Interstate Bank Building, 2 Main Street, Suite 3, Kalispell, MT 59901 Telephone: (406) 756-5271. Contact: Bob Smith, Chapter Chairman. SCORE is a non-profit, volunteer organization that provides free confidential business advice to both existing and start up businesses.
- Lake County Job Service Workforce Center, 417B Main Street, Polson, MT 59860 Telephone: (406) 883-7880. Contacts: June Littlefield and Todd Erickson. Job Service provides assistance with personnel questions, employment information and referrals. They also provide labor market information for businesses expanding or locating to the area.

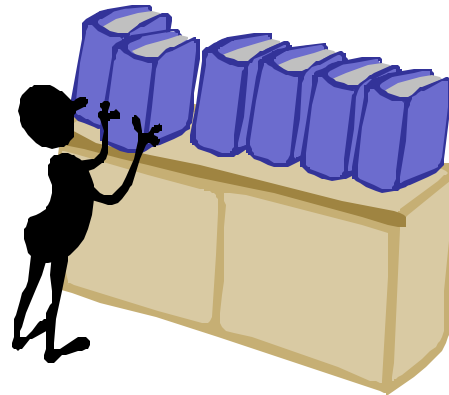
**The
More
You
Know**

RESOURCES AVAILABLE TO EMPLOYERS at Lake County Job Service Workforce Center

- Job Descriptions Software
- Employee Handbooks Software
- Personalized Job Application
- Interview Software
- Performance Appraisal Software
- Checking References Tips
- Labor Market Information
- Labor Market Survey Results
- Economic Development Information
- Employer Resource Room
- Interview Space
- New Business Assistance
- Informative Newsletter
- FREE 5-in-1 poster
- Educational Videos
- Proficiency Testing

Informational Handouts Available On:

- Progressive Discipline
- Drug Testing
- FMLA
- Wage and Hour
- Discrimination
- Wrongful Discharge Act
- New Hire Reporting Law
- ADA
- Federal Bonding Program
- Safety Booklets
- I-9 Facts
- FLSA
- Child Labor Laws



YOU ARE OUR CUSTOMER

Lake County Job Service Workforce Center Programs

In the Programs Unit at the Lake County Job Service, we operate several different training and employment programs. The Dislocated Workers Unit serves people who have been laid off from employment. There are limited funds available, so there are several selection factors and qualifying parameters that determine those who are served. In addition to the funding that serves the general public, we are currently administering a special discretionary grant to serve people who were laid off from Jore and Plum Creek. This grant will come to a close at the end of the current fiscal year.

In addition to the Dislocated Workers Program, Job Service operates three other programs as well. The Adult Title 1B program serves those who need assistance with funding to go to school, or with job training needs. This program primarily serves lower income participants, and helps with on-the-job training, work experience, school, books, and short-term trainings. The Employer Based Training program contracts with employers to provide training, and then employment to people who are receiving public assistance. In the TANF Co-location Program, case managers work with the public that has applied for cash assistance through the Lake County Office of Public Assistance. This program provides intensive assessment services and thorough assistance with job search and job readiness.

Employer Training Videos

Ten Danger Zones for Supervisors



The Lake County Job Service Workforce Center has a video training series for employers! This is a series of 10 hard-hitting training videos to guide supervisors past the hottest employment law pitfalls. The topics are:

- **Hiring**—Hiring the best qualified candidates for the job allows you to hire “right” and assures that you are made a legally defensible decision
- **Evaluation & Discipline**—Performance evaluations should be conducted every 6-12 months to review an employee’s performance strengths and weaknesses. Progressive discipline addresses problem behavior between evaluation periods
- **Documentation**—Documenting the entire employment relationship will help you and your employer in the event an employee files a lawsuit
- **Firing**— Don’t fire someone for the wrong reason or in the wrong way—learn how to minimize your risks with several specific techniques
- **Workplace Harassment**— Workplace harassment isn’t just sexual in nature. It is important that you recognize the various types of workplace harassment when they occur and address complaints quickly and discreetly, no matter where they originate
- **Discrimination**— Understanding and addressing discrimination in the workplace may be your employers best defense in a discrimination lawsuit. Learn how to avoid and manage discriminatory situations and language when they occur
- **Violence**— Violence in the workplace is first and foremost a safety issue, but as a supervisor you need to be aware of the legal concerns that surround this sensitive issue
- **Accidents**— Learn 7 key things that supervisors must do to train, inspect, discipline, evaluate and communicate in ways that dramatically reduce the risk of workplace accidents
- **Privacy** - Your employees have a legal right to privacy, even while at work. Learn some guidelines that will help you avoid invading an employee’s privacy
- **FMLA**—The Family Medical Leave Act allows eligible employees to take job-protected unpaid leave to care for their own or a qualifying person’s serious health condition, or to care for a new child.

Call June at 883-7883 or email jlittlefield@state.mt.us to set up a viewing time or employers may check out FREE of CHARGE!



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Polson, MT 59860
(406) 883-7880

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FREE 5-IN-1 MANDATORY POSTERS

If you are unsure what posters you need to post in your business, the following federal posters are required:

- Equal Employment Opportunity
- Family Medical Leave Act (Employers with 50 or more employees in a 75-mile radius)
- Federal Minimum Wage (must be displayed on an employee bulletin board)
- Job Safety and Health (OSHA)
- Polygraph (does not apply to public employers)

In addition to the above-mentioned federal posters, employers are required to post proof of Unemployment Insurance coverage and Workers' Compensation coverage. You receive posting notices when you submit the paperwork for Unemployment Insurance and Workers' Compensation coverage.

If you would like a **free** copy of the new 5-in-1 mandatory poster, please contact June Littlefield, Business Advocate, Lake County Job Service Workforce Center, 883-7883.

Other Newsletters

Volume 1

Child Labor Laws/Job Application Inquiries

Volume 2

Employment Retention/Tips on Providing & Checking References

Volume 3

Job Descriptions

Volume 4

Performance Appraisals

Volume 5

Navigating the Job Service Website

May download at:

jsd.dli.state.mt.us/local/polson

Or call June Littlefield 883-7883

